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25X1A

Weekly Activities—6 to 13 July 1955

Budget

Statements of accomplishments and objectives are being written. An introduction has been completed and approved, in general, by other staff members. Work on the statements for the Schools and Staffs is progressing. A new approach to these statements is being attempted; it states what the Office is doing and what it hopes to do and will list course enrollments separately. Mr. [] of the Budget and Fiscal office has approved this approach and said that since it is in line with what the Comptroller is doing, it should be acceptable to him. Mr. [] and Mr. [] also discussed the length of time allowed for work on the budget statements and both felt it was too short.

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Miss [] Weekly Activities—6 to 13 July 1955

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[] /HSS/A

Budget

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Miss [] has assisted Mr. [] in the preparation of the Budget by abstracting course totals from the Registrar's list.

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Meetings

The minutes for the OTR staff meeting are being drafted.

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Mr. [] Weekly Activities—6 to 13 July 1955

PPS T/O

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Mr. [] has reviewed the functions and T/O of PPS and has prepared a memorandum for the C/MS/ requesting concurrence in these revisions.

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